



UNIVERSITY TEACHING & RESEARCH ETHICS COMMITTEE
ETHICAL RESEARCH FUNDING REVIEW SUB-COMMITTEE

Process for applying for ethical research funding approval

Researcher (and FAS*) check current list of automatically-approved research funders available on the website (requires University user account to access).

- Funder is on the list = no further action required
- Funder is not on the list = researcher must obtain ethical research funding approval



Researcher completes the 'Ethical Research Funding Review Application Form' and sends it to the UTREC Research Funding Sub-Committee utrec@st-andrews.ac.uk with the subject heading 'Funding'. The signature page must be sent with either electronic signatures inserted, or as a scan of a signed hardcopy.



The UTREC Officer forwards the application to the sub-committee, which is responsible for making one of the following decisions and notifying the UTREC Officer:

- Approved and placed on the automatically-approved list, in the 'in perpetuity' category
- Approved and placed on the automatically-approved list, in the 'checked every five years' category
- Approved on a one-off basis, and subject to conditions provided by the sub-committee
- Not approved

The sub-committee may ask for the input of the Head of School to inform its decision



The UTREC Officer:

- informs the researcher of the sub-committee's decision (and conditions, if provided) in writing, copying in the relevant Head of School, Director of Research and FAS contact
- updates the list as required, and uploads this to the website

The sub-committee, co-ordinated by the UTREC Officer:

- reconsiders the 'automatically approved: checked every five years' list every five years
- undertakes an annual review of the policies and processes relating to ethical research funding review, and presents a paper to UTREC stating the review's outcomes. When considering this paper, any UTREC member may raise a concern about an entry(ies) on the list. Any such concerns will be referred in writing to the subcommittee, who will consider it and respond in writing to the following UTREC meeting. Note: the sub-committee is empowered to recategorise an entry or remove it from the list altogether at any point.
- will provide information relating to ethical research funding approval for UTREC's annual report to the Audit and Risk Committee.

*Researchers should get into the habit of checking this list in the very early stages of planning research funding. Nonetheless, FAS will always check this list and if the funder is not listed, will not proceed until ethical research funding approval is obtained.